

Department of the Army
Headquarters, U.S. Army
Army Sustainment Command
1 Rock Island Arsenal
Rock Island, IL 61299-6500

*ASC Regulation 690-12

8 Jun 07

Civilian Personnel

FILLING GENERAL SCHEDULE (GS) POSITIONS

Applicability. This regulation applies to all US Army Sustainment Command (ASC) organizations and installations. Further, it applies to all general schedule (GS) positions; it does not apply to non-GS positions (i.e. Wage Grade (WG), Wage Leader (WL), or Wage Supervisor (WS), or positions within the National Security Personnel System (NSPS)).

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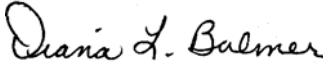
Supplementation. Supplementation of this regulation is prohibited without prior approval from the proponent.

Proponent. The proponent is the Asst Chief of Staff for Human Resource Management, G-1. Users may send recommendations to HQ ASC (AMSAS-HRC), 1 Rock Island Arsenal, Rock Island, IL 61299-6500, e-mail rock-amsas-hrc@conus.army.mil.

Distribution. Approved for electronic distribution from the ASC Pubs Web page (<http://www.aschq.army.mil/im/rcdsmgt/pubs.htm>).

Superseded publications*. Policy #57 (28 Jul 03), and all changes thereto.

FOR THE COMMANDER:


DIANA L. BALMER
Chief of Staff

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1. Purpose. Provide policy, procedures, and guidance to all ASC organizations and installations for filling GS positions within the ASC. This regulation applies to all GS selection actions; it does not apply to non-GS positions (i.e. Wage Grade (WG), Wage Leader (WL), or Wage Supervisor (WS), or positions impacted by implementation of the National Security Personnel System (NSPS)). This guidance is provided for your use IAW existing local regulations and policies, and is subject to impact and implementation bargaining with local unions.

2. Terms. (Table 1 at the end of this paragraph identifies designation of responsible officials for recruitment and selection for GS-15 and below positions).

a. *Selections.* For purposes of this regulation:

(1) All permanent GS positions at HQ ASC, at all grade levels.

(2) Permanent GS-11 and above (target grade) positions at ASC subordinate installations.

(3) Temporary GS-14 and above positions throughout HQ ASC.

(4) All competitive temporary fills at HQ ASC, at all grade levels, when the position duration exceeds 120 days.

(5) Competitive temporary GS-11 and above positions at ASC subordinate installations when the position duration exceeds 120 days.

b. *Selecting Official.* The first-line leader/supervisor of the position being filled.

c. *Reviewing Official.* The second-line leader/supervisor of the position being filled. This is normally the senior rater of the position.

d. *Approving Official.* The individual authorized by this policy to make the final decision on selection. The approving official assures that the selected candidate is the best available, and the process has maintained integrity and is fully within the spirit, intent, and mandates of this policy.

(1) The Commanding General (CG), ASC, is the approving official for all selections and reassignments at the GS-14 and GS-15 level throughout the command. Any GS-14 or GS-15 position requiring Higher Headquarters (HHQ) approval (i.e., civilian attorney positions) will obtain ASC CG approval prior to forwarding to HHQ.

(2) For selections below GS-14 within HQ ASC, the G-Staffs are approving officials for their organizations and the Chief of Staff for personal staff. Should the Chief of Staff or G-Staffs be the selecting official, the approver will be the next higher person in the rating chain (this person will also be the reviewer).

(3) For installation other than the HQ ASC, the commander/activity head will be the approving official for selections below GS-14 (in some cases, the commander may be the reviewing and approving official). Commanders/activity heads may delegate this approval to the next lowest level.

e. *Selection Panel Membership.* The panel evaluates and recommends selections based on approved evaluation criteria and interviews. For all selections below GS-15, the selection panel members will be at or above the grade of the position to be filled (target grade) and will include at least one minority and/or female member, and at least one subject matter expert. For GS-15 positions, the panel members will be GS-15 or above and will include a minority and a female member (a minority female will fulfill this requirement) and at least one subject matter expert. The selection panel will not include the selecting, reviewing, or approving official. Panels are mandatory under this policy for all selections identified in paragraph 2a.

f. *Non-Competitive Temporary Action.* For purposes of this regulation, any temporary action that does not exceed, in total, 120 days.

POSITION	PANEL COMPOSITION (MIN OF 3)	SELECTING OFFICIAL	REVIEWING OFFICIAL	APPROVING OFFICIAL
HQ ASC GS-15	GS-15 & ABOVE, INCL 1 MINORITY & 1 FEMALE	1 ST LINE SUPV	2 ND LINE SUPV	ASC CG
HQ ASC GS-14	GS-14 & ABOVE, INCL 1 MINORITY OR 1 FEMALE	1 ST LINE SUPV	2 ND LINE SUPV	ASC CG
HQ ASC ALL GS GRADES BELOW GS-14 (TARGET GRADE)	GRADE EQUAL TO TARGET GRADE OR ABOVE, INCL 1 MINORITY OR 1 FEMALE	1 ST LINE SUPV	2 ND LINE SUPV	G-STAFF OR ASC CHIEF OF STAFF
ACTIVITY GS-15 & GS-14 CEA	GS-15 & ABOVE, INCL 1 MINORITY & 1 FEMALE OR 1 FEMALE/MINORITY	COMMANDER	COMMANDER	ASC CG
ACTIVITY GS-14	GS-14 & ABOVE, INCL 1 MINORITY OR 1 FEMALE	1 ST LINE SUPV	COMMANDER	ASC CG
ACTIVITY GS-11 THRU 13 (TARGET GRADE)	GRADE EQUAL TO TARGET GRADE OR ABOVE, INCL 1 MINORITY OR 1 FEMALE	1 ST LINE SUPV	2 ND LINE SUPV OR COMMANDER	COMMANDER OR DELEGATED

Table 1. Designation of Responsible Officials for Recruitment & Selection for Gs-15 & Below

3. Policy. The selection of leaders within this command is a task of extraordinary importance. It not only perpetuates the values of the command, but also provides the very foundation of the future. Therefore, it is ASC policy that all selections within ASC be made in a fair and equitable manner. The intent is to select the best qualified candidate for present and future leader positions. The ASC CG will personally be the approving official for all selections, temporary or permanent, at the GS-14 and above level. There will be no exceptions to this policy without explicit and written approval from the CG. All leaders and supervisors are expected to comply with all requirements herein.

4. Procedures.

a. No leader/supervisor may initiate any personnel action on any GS-15 or GS-14 positions without prior approval of the ASC CG. Evaluation criteria and interview questions are required prior to the submission of the recruitment action CG approval. For HQ ASC, the requesting organization will coordinate with G-1, AMSAS-HRC; for subordinate installations, the requesting organization will submit their request for approval directly to the HQ ASC G-1, AMSAS-HRC, prior to submission to their servicing Civilian Personnel Advisory Center (CPAC).

b. The selecting official will develop the evaluation criteria and interview questions.

(1) All positions in HQ ASC (not subordinate activities) will be required to submit completed rating and ranking criteria and interview questions prior to the submission of the recruitment action for G1 review and approval. The recruitment action will not be released for vacancy announcement until the rating and ranking criteria and interview questions are reviewed and approved by G-1. This applies to all GS grade levels at HQ ASC.

(2) To ensure the selection process for positions at grades GS-14 and GS-15 fully account for leadership and diversity skills, the G-1 Civilian Personnel Division (AMSAS-HRC) will review the criteria to assure the proper aspects are included. For all leader/supervisory positions and all GS-14 and above positions, criteria and interview questions will include leadership skills, abilities, and attributes, and will address experiences supporting EEO.

(3) Appendix A provides guidance for developing the evaluation criteria. The ASC G-1, AMSAS-HRC, can provide additional assistance upon request.

c. The approving official will approve the selecting official's criteria and interview questions prior to submitting criteria and questions to the G-1, as described in para b above.

d. The selecting official, with reviewing official approval, will be responsible for selecting the panel members and setting time for initial evaluation and final interview process. Again, this is an important task and the CG will critically evaluate selecting officials on panel structure.

e. The selection panel will convene for the purpose of evaluating all candidates on the referral list. Each panel member using the approval criteria will rate each candidate separately and independently. Panel members will record their evaluation on a matrix similar to the example located at Appendix B. The selection panel may reduce the numbers of candidates scheduled for interview based on this initial evaluation and IAW paragraph 5h. Each permanent selection, as identified in paragraph 2a, will include an interview phase. The final ranking of the candidates will include an evaluation of the applicant and the interview score. All will be documented on a matrix. Interviews will be via telephone or video teleconference (VTC) for off-site candidates. The interview process shall not receive more than 50 percent of the total final evaluation results. Appendix C provides further guidance.

f. All ASC leaders need to understand the importance placed on integrity to systems and processes. As such, all selecting officials and members of selecting panels must certify their involvement in the selection process for all GS-14 and GS-15 positions. Leaders are expected to adhere to the highest standards in the selection process. All GS-14 and GS-15 selection packages will contain the following statement signed by all involved in the selection, review, and administrative processing of these actions to include panel members:

"I certify that I have not divulged the content of any rating or interview instruments nor names of candidates or the selectee in the selection process for the position of _____. This recruitment action has followed ASC Reg 690-12 and there have been no compromises in the process. Signed:_____Date:_____".

g. The selection panel members will make a final selection recommendation to the selecting official. Normally, the selecting official will select the candidate with the highest combined score. This element of the selection process must be as objective as possible, however, the selecting official may select a different candidate; in doing so, a strong and compelling job-related justification must be prepared and the selecting official must get approval from the reviewing official prior to submission for approval. The approving official, as outlined in paragraph 2d, will approve or disapprove the selection based on job-related criteria. Appendix D provides an example of the selection statement format. In all GS-14 and GS-15 selections where the selecting official selects other than the top-scoring candidate, the ASC CG will meet with the official as part of the review process for decision. For all HQ ASC GS-13 and below selections where the selecting official selects other than the top-scoring candidate, the ASC Chief of Staff will meet with the official as a part of the review process for decision.

h. This paragraph applies only to positions for which bargaining rights exist for AFGE Local 15. As agreed to during mid-contract bargaining on 20 Jun 03, the following provisions apply to HQ ASC positions only:

(1) In the event that less than ten candidates are referred as qualified for one vacancy, all candidates will be interviewed.

(2) If more than ten candidates are referred as qualified for one vacancy and there is a clear and obvious break of more than five points, the panel may narrow down the list for interviews to those qualified candidates above the break. When no such clear break exists, the panel will average the scores of the referred candidates, referring only those above the average for interviews. The panel may, of course, determine to interview all candidates.

(3) In situations where the referral list is so large that neither of these methods will result in a manageable number of candidates for interviews, the panel will reduce the number of candidates for interviews to 15, as follows. If more than 20 candidates are qualified and referred, the panel will use a predetermined job-related screen out factor to narrow the list to a total of 15 candidates referred for interviews. If this method results in a tie that may refer more than 15 candidates, all of those tied will be referred with the list of 15. In the event that this method still produces an unmanageable list of

over 20 candidates, a second job-related screen out element will be chosen. The process will continue until such time as it is determined that none of these methods will produce a list of less than 20 candidates for interview.

5. Outreach for High-Grade Positions. Both the Department of the Army and Army Materiel Command (AMC) require outreach to fill GS-15 positions. Neither this headquarters nor HQ AMC can waive this requirement. Appropriate outreach efforts assure the consideration of qualified minorities and women in the selection process. Within ASC, the outreach requirement will extend to GS-14, Civilian Executive Assistant (CEA) positions. Appendix E provides detailed outreach requirements.

6. Recordkeeping.

a. The selection panel will submit one complete copy of all documents to the organization issuing the referral (to HQ ASC G-1, AMSAS-HRC) for HQ positions and to the servicing CPAC for subordinate activity positions.

b. The organization issuing the referral, the organization requesting the position, or the servicing ASC CPAC, as appropriate, will send a complete copy, following local EEO review, of all documents for positions requiring ASC CG to HQ ASC, ATTN: G-1 AMSAS-HRC, 1 Rock Island Arsenal, Rock Island, IL 61299-6500.

c. In no case will any member of the selection panel or review process disclose any panel deliberations or recommendations prior to appropriate approval levels and final acceptance by the selectee of the job offer.

d. The organization issuing the referral, the organization requesting the position, or the servicing CPAC, as appropriate, will keep on file, at a minimum, the following records:

- o Vacancy announcement
- o All applications
- o Issued referral list(s) from CPOC
- o Outreach plan for all GS-15s and GS-14 CEA positions
- o Evaluation criteria
- o Interview questions
- o Panel member composition with Race/National Origin breakout
- o Matrix of scores of each panel member
- o Combined matrix of all panel members
- o Recommended selectee with selection statement
- o Justification for selection of other than top-rated candidate
- o Signed statement by EEO official indicating selection review

Appendix A

RATING CRITERIA

1. The Office of Personnel Management establishes minimum educational requirements for Federal government positions. Within the Department of Defense and Department of the Army, additional training and educational requirements are included in career program guidance, and the Army Acquisition Corps certification criteria. Consider recent education, training, and experience when filling positions where technological, legal, and regulatory changes are frequent. Gear training and education requirements for managerial supervisory positions more toward leadership rather than technical areas.
2. When evaluating training, experience, and education, determine how well these areas prepared the candidate for the position. Evaluate the type and quality of training, experience, and education the candidate has relative to the requirements of the position to be filled.
3. Use of purely quantitative factors, such as length of experience or amount of education, may be granted if there is a relationship to quality of performance. Points should not be given for a degree in and of itself, but, rather, for how it relates to the position being filled. Unless there is evidence that a specific amount of education or training or a specific length of experience produces the required knowledge, abilities, or skills (and any lesser amount does not), it is not appropriate to use length or amount of experience as a criterion factor. (This does not rule out using length of service or length of experience as a tiebreaker, if provided for in the merit placement plan or in the negotiated agreement.)

Appendix B

EVALUATION AND INTERVIEW MATRICES

RESUME SCORING MATRIX (EXAMPLE)						
PANEL MEMBER						
	ELEMENT #1	ELEMENT #2	ELEMENT #3	ELEMENT #4	ELEMENT #5	TOTAL SCORE
CANDIDATE 1						
CANDIDATE 2						
CANDIDATE 3						
CANDIDATE 4						
CANDIDATE 5						
CANDIDATE 6						
CANDIDATE 7						
CANDIDATE 8						
CANDIDATE 9						
CANDIDATE 10						

TOTAL RESUME SCORING MATRIX (EXAMPLE)				
	PANEL MEMBER 1	PANEL MEMBER 2	PANEL MEMBER 3	TOTAL SCORE
CANDIDATE 1				
CANDIDATE 2				
CANDIDATE 3				
CANDIDATE 4				
CANDIDATE 5				
CANDIDATE 6				
CANDIDATE 7				
CANDIDATE 8				
CANDIDATE 9				
CANDIDATE 10				

INTERVIEW SCORING MATRIX (EXAMPLE)						
PANEL MEMBER						
	QUESTION #1	QUESTION #2	QUESTION #3	QUESTION #4	QUESTION #5	TOTAL SCORE
CANDIDATE 1						
CANDIDATE 2						
CANDIDATE 3						
CANDIDATE 4						

Appendix B (cont)

TOTAL INTERVIEW SCORING MATRIX (EXAMPLE)				
	PANEL MEMBER 1	PANEL MEMBER 2	PANEL MEMBER 3	TOTAL SCORE
CANDIDATE 1				
CANDIDATE 2				
CANDIDATE 3				
CANDIDATE 4				

TOTAL PANEL SCORING MATRIX (EXAMPLE)				
	PANEL MEMBER 1	PANEL MEMBER 2	PANEL MEMBER 3	TOTAL SCORE
	RESUME INTERVIEW	RESUME INTERVIEW	RESUME INTERVIEW	
CANDIDATE 1				
CANDIDATE 2				
CANDIDATE 3				
CANDIDATE 4				

Appendix C

INTERVIEWS

INTERVIEW QUESTIONS:

1. It is a mandatory requirement to interview all the highly qualified candidates who remain on the referral list if initial screening, based on merit factors, results in removal of some candidates from further consideration.
2. Each panel member will be designated a question or two to ask. The same person in the same order will ask each question for each of the candidates. Panel members will not deviate from the set of questions UNLESS it is a follow-on question to the original question in order to clarify a response from the candidate.
3. Panel members may interview candidates located off-site by telephone or VTC.
4. Do not give interview results undue weight in determining the best-qualified candidate. Rather, combine the results of other information to determine a candidate's final position relative to other competitors. The interview process shall not constitute more than 50% of the total final ranking.
5. Document all interview proceedings.

INAPPROPRIATE INTERVIEW QUESTIONS:

1. Interview questions should be concerned with the experience, training, skills, etc. These answers should provide evidence of whether the candidate possesses job-related knowledge, skills or abilities (KSA) you are looking for. For example, you may examine the KSA of "ability to give oral presentations to large groups" in the interview. A good interview question might be: "What experience have you had in giving oral presentations to large groups?" In the questioning, you could ask what the size of the group addressed was, if audiences addressed were hostile, and to what extent the candidate participated in preparing the presentation. This type of question is objective; it does not "lead" the candidate to an answer. Rather, it seeks to find enough information for you to make a decision from and it's job related. Incorrect questions for this KSA would be: "Do you have trouble speaking before large groups?", "Can you speak well?"

Appendix C (cont)

2. Do not formulate hypothetical cases and ask the candidate to provide possible solutions. For example, typically found in leader positions is the KSA the "ability to delegate work." A good interview question would state: "What experience do you have in delegating work; what was the workload, how many subordinates did you lead, what were the situations?" Do not ask: "What would you do in the following situation: You have 1,000 cartons of widgets to deliver...your clerk is on leave; how do you get the cartons delivered?" This type of question is not objective, and there are no right answers.

3. Some questions have been included in so many interviews that candidates may expect them. An example of this type of question would be: "Why do you want this job?" There is no right answer. Candidates tend to have prepared answers for these kinds of questions aimed at what they think interviewers want to hear. This type of question adds nothing to the interview.

4. Gear the vocabulary used in interview questions to the level of the candidates. Do not use specialized terminology, organizational abbreviations, and so forth, which may intimidate or confuse the candidate. Some areas are sensitive and should not be part of the interview. Be aware of legal and illegal subjects. You may address legal areas in the interview, but the questioning should be tactful and appropriate for the job (see chart at the end of this appendix).

INTERVIEW TIPS FOR PANEL MEMBERS AND JOB CANDIDATESFor Panel Members:

1. Ensure that all panel members understand and are in agreement with the rating criteria. Ensure that all panel members agree with what they are looking for from the interview.
2. Schedule the interviews to allow sufficient time for each interview. Do not rush the candidates.
3. Make sure the candidate knows what the job is and the office location. Due to reorganizations, it is not always clear. This will ensure that the candidate relates his/her experience to the appropriate job. While setting up interviews, be sure to identify the job and office when talking with the candidate.
4. Introduce all panel members to the candidate.
5. Tell each candidate that all panel members will take notes during the interview.

Appendix C (cont)

6. Eliminate or limit the number of multi-part questions.
7. Do not ask any questions regarding illegal subjects (see chart at the end of this appendix).

For Job Candidates:

1. Take your time - this is your interview. Gather your thoughts before you rush your answer.
2. If it would help, bring and refer to notes that relate to your qualifications/experience for the position.
3. Use "I" in interviews to show what you have done. We are team focused and team players. However, in interviews, the key is what you as an individual have done. "I" is specific in who did something. "We" is too general and unspecific to indicate your role and leaves questions in the minds of panel members.
4. Do not assume the selection panel members are familiar with your work. You must verbalize your experience - if you do not say it, it will not count even if panel members know you have done something related to the question.
5. Panelists will generally repeat the question, however, it is a good idea to bring paper and pen and write down the question to ensure that you are responding to the question asked. Sometimes questions have several parts and you must answer all parts in order to ensure a complete answer for the panel members.
6. If in doubt, ask the panel members what the ground rules are for the interview. In some cases, the panel will ask you a question to clarify what you said, however, if you completely miss the mark of the question, they may well not tell you that, assuming you do not know the answer or did not listen to and address the question.
7. When asked a question concerning a job responsibility and your experience performing it, be sure to relate your experience to that requirement identified in the question. Some candidates identify their experience in a not-so-related field and assume the panel will make the connection. Unless the experience is exactly what the requirement is, help the panel and yourself by making that connection.

Appendix C (cont)

8. When asked for your experience in performing a task, the question sometimes is whether to cover many examples briefly, or focus on one or a few in more detail. Normally, it is more impressive to describe one or two examples that give the in-depth, specific details the panel is looking for - what you did, the level of management or higher headquarters involved, the significance of that action, and the outcome. Also, do not jump back and forth between the examples. Complete a description of one, and go on to the other. If, however, the question relates to how many of the actions you performed, then the broad-brush summary showing quantity rather than detail may be more important.

9. If you have questions for the panel members, ask them once you complete your interview.

Appendix C (cont)

INTERVIEW SUBJECTS

<u>SUBJECT</u>	<u>ILLEGAL</u>	<u>LEGAL IF JOB RELATED</u>
AGE	Any question which tends to identify applicants between 40-64 years of age is illegal. EXAMPLE: "Do you remember the 1940 election?"	There is no legal question you can ask regarding this subject. The CPOC may request documentation to verify age, if necessary, to ensure legally set minimum age and maximum age limits are met.
CITIZENSHIP	Any of the following questions can not be asked: Are you a citizen of the United States? Are your parents/spouse a US citizen? When did you acquire US citizenship? Are you/ spouse/parents native born or naturalized?	There is no legal question you can ask regarding this subject. The CPOC may request documentation to verify citizenship requirements, if they exist for the job being filled.
NATIONAL ORIGIN	Any one of the following questions can not be asked: What is your national origin? What language is spoken in your home? What is your native language?	There is no legal question you can ask regarding this subject.
RACE/COLOR	You may not asked any question that directly or indirectly relates to race or color.	There is no legal question you can ask regarding this subject.
RELIGION	The following questions can not be asked: What church do you attend? What religious holidays do you observe?	There is no legal question you can ask regarding this subject.
SEX	You may not ask any question which inquires as to one's gender. For example: What are your plans regarding having children in the near future? Do you mind having a male/ female leader? Can you work with a group of men/women?	There is no legal question you can ask regarding this subject.
<u>SUBJECT</u>	<u>ILLEGAL</u>	<u>LEGAL IF JOB RELATED</u>
MARITAL STATUS/FAMILY	Any of the following questions can not be asked: Are you married? Divorced? Widowed? With whom do you live? Do your children live with you? What ages are your children? Is your husband/ wife in the military?	There is no legal question you can ask regarding this subject. The CPOC may request documentation to verify if other family members work at the installation to fulfill OPM requirements.
EDUCATION	You may not ask questions that specifically ask the nationality, racial, or religious affiliation of a school; the candidate's education level in general, if not related to the job being filled.	You may ask questions concerning a candidate's academic, vocation, or professional education as long as it pertains to KSAs related to the position being filled.
ORGANIZATIONAL AFFILIATION	You may not ask the following question: To what organization, societies and clubs do you belong?	You may ask questions related to this subject, if they are related to the job being filled, and how the candidate's participation in the organization may fulfill the KSAs.
POLICE RECORD	Do not ask: Have you ever been arrested?	If the job being filled has special requirements (i.e., bonding), you may ask a question such as: In order to fill this job, you must be bonded. Does this present any problems?
WORK SCHEDULE/TRAVEL	Do not ask any questions that relate to child care, ages of children or other non job-related areas.	If the job being filled has special requirements (i.e., travel, overtime, unusual hours, etc.), these conditions may be stated. For example: In this job you would have to travel 1 week in every month. Does this present a problem?
MILITARY DISCHARGE	The following question may not be asked: Were you honorably discharged from military service?	There is no legal question you can ask regarding this subject. The CPOC may request documentation to verify this information if there is a requirement to do so.
<u>SUBJECT</u>	<u>ILLEGAL</u>	<u>LEGAL IF JOB RELATED</u>
ECONOMIC STATUS	The following questions may not be asked: Do you have a good credit rating? Do you have any trouble with bills/collection	There is no legal question you can ask regarding this subject.

Appendix D

JUSTIFICATION FOR SELECTION

(Title, series, & grade of position being filled)

1. The panel consisted of (number) subject matter experts:
(Name and race/national origin of each panel member).
2. The selecting official developed criteria and interview questions.
3. The panel received a North Central CPOC Referral List (total [number] candidates).
4. Following rating/ranking of candidates based on resumes, the top (number) candidates were selected for interviews. Of those (number) candidates, (number) declined interviews. The panel interviewed (by telephone, if candidate located offsite) the remaining (number) candidates.
5. Following rating/ranking of interview candidates, the top-rated candidate, based on interview scores combined with resume scores, is (name of selectee). I highly recommend approval of this selection. (Name of selectee) is highly motivated, skilled, and experienced in staffing and classification and is extremely capable of carrying out the duties and assignments of this very important position.

SELECTING OFFICIAL: ____
APPROVED _____
DISAPPROVED _____
DATE _____

(SIGNATURE BLOCK)

REVIEWING OFFICIAL: ____
APPROVED _____
DISAPPROVED _____
DATE _____

(SIGNATURE BLOCK)

APPROVING OFFICIAL: ____
APPROVED _____
DISAPPROVED _____
DATE _____

(SIGNATURE BLOCK)

Appendix E

OUTREACH REQUIREMENTS
(FOR ALL GS-15'S AND GS-14'S CEA POSITIONS)

The selection package, submitted to HQ ASC, ATTN: G-1 AMSAS-HRC, 1 Rock Island Arsenal, Rock Island, IL 61299-6500, will include:

- o DA Referrals, Career Referrals, and Local Merit Promotion Lists.
- o Transmittal document, including Race/National Origin (RNO) composition of selection panel and current location of selectee.
- o Vacancy Announcement.
- o Crediting Plan.
- o Rating and ranking deliberations (in detail), including criteria, scoring matrix for application review and interview, including questions asked.
- o Justification for non-selection of top candidates.
- o RNO breakout of candidates referred.
- o List of candidates not referred, with RNO breakout (if available), and reasons for non-referral.
- o Local EEO concurrence; provide statement signed by EEO official indicating that he/she reviewed selection package.